

Kansas Governor's Arts Awards *2011*

Requirements for Arts Organization Nominations

Submit the following documents in the order listed (use this as your checklist):

- ____ **Completed nomination form**
- ____ **Two-page description of nominee** responding to items A through D outlined at the bottom of the nomination form
- ____ **Biographies of key personnel**, one-paragraph maximum each, written in narrative form
- ____ **Catalogue or brochure**
- ____ **Letter of support from board president**
- ____ **Two written testimonials** from current or former constituents
- ____ **Two letters of support** from key community members, professional associations, experts in the field or partnering organizations
- ____ **Optional support materials**: printed material such as articles, programs, or other materials featuring the activity of the organization.
- ____ **Arts Organization Work Sample Index** - completed with titles or descriptions of works or samples included
- ____ **CD or DVD** containing examples of program activity (see below for detailed sample requirements)

Work Sample Requirements for Arts Organizations:

Test all submissions on a DVD player (DVD) or a computer (CD) to ensure the files are properly formatted, function correctly and are navigable. All submissions must be compatible with both Mac and PC platforms. Label must be printed directly on the disk; DVDs or CDs with adhesive labels will not be accepted.

If submitting still images: include a minimum of 20 images in jpg format of the organization's activities, completed in the last five years. Only two of the 20 images may be details. Include an Arts Organization Work Sample Index Sheet in each nomination packet.

_____ Submit one CD only, attached to the original nomination packet.

OR

_____ Upload work samples to a website, such as YouTube, flickr, or similar publicly accessible video service. Include website link on the Arts Organization Work Sample Index.

If submitting a DVD: video should be no more than five years old.

_____ Submit eight DVDs: attach a DVD to each nomination packet.

OR

_____ Upload work samples to a website, such as YouTube, flickr, or similar publicly accessible video service. Include website link on the Arts Organization Work Sample Index.